



ELECTION JUDGE APPLICATION

Return completed form by March 31, 2016 to:

City Clerk • 4141 Douglas Drive N • Crystal, MN 55422

Questions? Contact the city clerk at chrissy.serres@crystalmn.gov or (763) 531-1145

The City of Crystal is an equal opportunity/affirmative action employer

PERSONAL INFORMATION (print clearly) <input type="checkbox"/> Check box if you are a returning judge.			
Full Name		Name to be printed on name tag (1 st name only)	
Street Address (include apt or condo #, if applicable)			
City		State	Zip Code
Email	Day Phone		Evening Phone
Party Affiliation: (N/A for trainees) <input type="checkbox"/> DFL <input type="checkbox"/> Republican Other _____			
I AM INTERESTED IN...			
<input type="checkbox"/> Working as an election judge (ages 18+) (\$9.50/hour) <input type="checkbox"/> Working as a head judge (\$11.75/hour) <input type="checkbox"/> Working as an assistant head judge (\$11.75/hour) <input type="checkbox"/> Working as an election judge trainee (students ages 16 or 17) (\$9.50/hour) <input type="checkbox"/> Volunteering to serve as an election judge without pay (optional) <input type="checkbox"/> Obtaining an employer certificate (states your working hours and pay on election day) <input type="checkbox"/> Being removed from your list as I am NO longer available to serve			
AVAILABILITY (check one box in each row)			
<input type="checkbox"/> Both Elections <input type="checkbox"/> Primary Only (August 9, 2016) <input type="checkbox"/> General Only (November 8, 2016) <input type="checkbox"/> All-Day Shift (approx. 16 hours) <input type="checkbox"/> Morning (6 a.m.-2:15 p.m.) <input type="checkbox"/> Evening (2 p.m.-approx. 9 p.m.)			
QUALIFICATIONS			
Read "City of Crystal Election Judge Qualifications and Responsibilities" on the reverse side.			
SPECIAL SKILLS			
List any special skills you have that are applicable to this position:			

I certify that the information contained in this application is true and complete to the best of my knowledge. I have read "City of Crystal Election Judge Qualifications and Responsibilities" and certify that I meet the requirements to work as an election judge. I authorize the City of Crystal to investigate all statements made in this application, as necessary. I understand that giving false or misleading information on my application will disqualify me from consideration or discharge me from employment.

Signature _____

Date _____

Note: In the event that you are selected to serve as an election judge, you will be required to attend a training class. The dates and times have not yet been set, but you will receive notification once known.

CITY OF CRYSTAL ELECTION JUDGE QUALIFICATIONS AND RESPONSIBILITIES

Minnesota Required Qualifications of an Election Judge

- ☐ Must be a U.S. citizen who is eligible to vote in Minnesota
- ☐ Must be able to read, write, and speak English
- ☐ Must not be a candidate in the election
- ☐ Cannot reside (either temporarily or permanently) with any candidate on the ballot in the election
- ☐ Cannot be the spouse, parent, stepparent, child, stepchild, sibling, or stepsibling of any election judge serving in the same precinct or of any candidate on the ballot in the election
- ☐ Must attend mandatory election judge training (TBD)

Preferred Qualifications of an Election Judge

- ☐ Ability to communicate clearly with voters
- ☐ Willingness to work as a team member
- ☐ Possess excellent customer service skills and a positive attitude
- ☐ Have physical, mental, and emotional stamina
- ☐ Handle stressful situations calmly
- ☐ Be impartial and fair
- ☐ Comfortable and patient working with and serving a diverse population
- ☐ Detail-oriented
- ☐ Possess basic math skills

Responsibilities

- ☐ Arrive to the polling place at your designated time
- ☐ Set up the polling place
- ☐ Assist voters with signing in or registering to vote
- ☐ Ensure that all qualified voters are permitted to vote
- ☐ Demonstrate how to vote
- ☐ Distribute ballots to voters
- ☐ Operate voting equipment
- ☐ Close down the polling place at close of voting
- ☐ Determine results after polls close

Time off from employment to serve

If you are appointed to serve as an election judge, state law allows you to be absent from work without penalty if you have given your employer at least 20 days' notice. The written request must be accompanied by a certification letter from the city clerk that details your hourly rate of pay and the hours you will serve. Your employer may reduce your pay by the amount that you are paid by the City. If your employer requires you to provide a certification letter from the City, please check the applicable box on the application under "I am interested in..."

Time off from school to serve

Students ages 16 or 17 who are U.S. citizens in good academic standing at a Minnesota high school (or home schooled) and who reside in Hennepin County or an adjacent county are eligible to be appointed as a trainee election judge without party affiliation. Such a student may be excused from school during the hours that the student is serving as a trainee election judge if the student submits a written request that is signed by the student's parent or guardian to be absent from school and a certificate from the city clerk stating the hours during which the student will serve as a trainee election judge to the principal of the school at least 10 days prior to the election. Students cannot serve past 10:00 p.m.